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December 13, 1955

MEMORANDUM

TO: Admiral W. S. DeLany, DD/MDAC

FROM: J. Harold Monson, M/O&M/ICA

SUBJECT: Emergency Planning -- Emergency Action Steps

Reference is made to my memorandum to you of December 5 on the above subject. Since that time, I have sketched out a general statement of what is required of us in developing these so-called emergency action steps. I am sending a copy to each of those who are helping in the development of these "steps". Your copy is attached.

ODM and State are both pressing us for this information. Could I ask you to respond as quickly as possible even though the material might be considered in tentative form?

Attachment (same title)

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(2 copies received)  
12/23/1955  
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WG-III D-1/1  
December 20, 1955

EDAC Working Group III, Economic Defense Policy & Planning

MEMORANDUM

TO: Mr. J. Harold Monsen, M/Q&M  
FROM: W. S. DeLany, DD/MDAC  
SUBJECT: Emergency Planning -- Emergency Action Steps  
(sent December 15, 1955)

Because the actions which must be taken in the subject matters are of interagency interest and our function one of coordination, we have asked the EDAC Working Group on Economic Defense Plans and Policy to accept the task for prompt action.

Among the steps which will be given consideration are:

1. The U. S. action to be taken on national controls, including:

- (a) Shipping and aircraft controls
- (b) Control of exports and imports
- (c) Trading with the enemy - FAC
- (d) Trading with neutrals
- (e) Trading with allies

2. The U. S. action to be taken with respect to international controls, including sub-topics above.

I am sending a copy of your memo of December 13 and its attachment to Mr. Louis Goodkind (State/E), Chairman of EDAC Working Group III, for his advice.

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EMERGENCY PLANNING

EMERGENCY ACTION STEPS

Note: This memo relates  
to all functions of FICA  
(i.e. is broader than MDAC)

Although we still don't have answers to all the problems involved in our assignment of essential wartime functions, there are many functions we are now performing which will require a series of specific emergency actions in the event of a national emergency. We are required by ODM as part of the job of preparing ourselves for such an emergency to identify every function which would require some immediate action (as against actions which could be postponed for 30-60-90 days after the emergency occurs) and for each one:

1. Identify the basic assumptions on which the "emergency action steps" are predicated. If those assumptions have not been made for us, we must make them based on our own best judgment and these will be "official" until a more authoritative set of assumptions are given.
2. Develop detailed written instructions describing, step by step, the exact action to be taken. This should be done in time sequence where that is important.
3. Draft actual documents which will be used to accomplish these actions - forms, cables, letters, executive orders, or whatever will be required under the assumed emergency conditions.
4. Insure that adequate basic records will be available at our relocation site to backstop these emergency actions.

All of this must be done keeping in mind that people who are familiar with the function may not be available at the right time and place to put these emergency action steps into effect. For this reason, background information which might be needed by or helpful to someone unfamiliar with the subject, should be included, the instructions should be in the most simple language, and the implementing documents should be as complete as possible.

When this material has been produced, it will be delivered to our relocation site as part of our activation manual to be implemented as quickly as possible after we open for business there. This

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means, of course, that as any of the basic elements change for a given function, these instructions should be brought up to date.

Illustrations of functions for which it seems obvious we will require "emergency action steps" might be:

1. Commodity pipeline - how do we determine which to pinch off, where, how do we determine what to do with what is in the pipeline, and how do we do it?
2. Service contracts - how do we determine which to terminate and how do we do it?
3. Participants - what should be our policy, do we know where all of them are at any given time, and what action do we take?
4. East-West trade and related functions under assumed emergency conditions - what do we do immediately? *NYPC*  
With whom do we coordinate such actions? How? What formalities are involved?
5. Etc.

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